

FACILITIES MANAGEMENT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Facilities Management Director exists is to plan, direct, organize and administer the Facilities Management Division and the Capital Improvement Plan for the Community Services Department. This classification is supervisory. Work is performed under general supervision by the General Manager of Community Services.

ESSENTIAL FUNCTIONS

Coordinates and directs the year round maintenance scheduling, construction and maintenance of City building facilities through various levels of management personnel.

Coordinates that Capital Improvement Plan (CIP) for all divisions of the Community Services Department. Prepares documentation, develops implementation schedules, and monitors budgets and expenditures for all Community Services CIP projects. Meets with client groups, building users, Capital Project Management staff, CIP Budget Office, and Purchasing to facilitate the orderly completion of CIP projects.

Plans, develops work schedules, implements, and evaluates all maintenance activities relative to building facilities. Exercises responsibility for the operation, planning and development of the facilities maintenance citywide.

Outlines program objectives, reviews and justifies annual budget to accomplish goals in all program areas.

Exercises full personnel authority – staffing, discipline, performance reviews, etc.- for all Facilities Management programs, which includes managers, coordinators, technicians, professional staff and contractual employees.

Ability to direct individual accomplishments toward organizational and council driven objectives.

Anticipates potential problems that might have detrimental effect on the general public, the City and/or facilities and takes necessary preventative action.

Observes and monitors services for effectiveness and quality control.

Communicates verbally with community groups and individuals to solve problems relating to the division management issues.

Provides technical advice to General Manager and makes recommendations to top management and City Council.

Prepares and presents written and oral reports and recommendations to the Parks and Recreation Commission, General Manager, and City Council.

Communicates with community groups, outside agencies, City departments, and committees on facilities management and related issues and programs.

Meets regularly and coordinates activities with other departments or agencies that will assist reaching community goals and programs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- Facilities management and maintenance practices, building construction planning and operations management.
- Public administration practices and procedures
- Must have good working knowledge of all City Administrative regulations, especially those relating to the performance of safe working practices and the use and/or misuse of alcohol and controlled substances as it relates to daily job functions.

Ability to:

- Contribute effectively to meeting the City's performance goals
- Personify leadership and promote shared responsibility, teamwork, and continuous improvement.
- Plan, direct and supervise the activities of a large number of professional, labor, and part-time personnel
- Collect and analyze data in order to make verbal and written recommendations and reports.
- Ability to make presentations to large groups and commissions.
- Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with employees, City Officials and the general public.
- Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.
- Operate a personal computer and related Microsoft software packages.
- Direct and empower employees.
- Maintain regular consistent attendance, punctuality, and professional demeanor.

Education & Experience

Bachelor's science degree in Engineering, Architecture, or acceptable related field, with a minimum five years progressive supervisory and administrative experience in municipal government, facilities management and supervision. Master's Degree in related field is highly desirable. Certification as a facilities management professional is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified